



Office of County Auditor

Date: May 19, 2009

To: Commissioners' Court  
From: Donald W. Cozad  
Re: FY09 WIC Budget Amendment

This is notification only to Commissioners' Court of setting up the budget for the FY 09 WIC grant in the amount of \$24,661.00 for the purchase of equipment for two new exam rooms utilizing surplus funds. The budget amendment is for the period October 1, 2008 through September 30, 2009. The state is reimbursing 100% of all costs of this program.

DWC/jmc

**WIC**  
**FY2009 Budget**  
**10/1/08-9/30/09**

**REVENUE:**

From:

NON-CAPITAL GRANT CONTRIB / HEALTH AND WELFARE	108-6060-334.20-72	24,661
--	--------------------	--------

To:

EQUITIES / UNDESIGNATED	108-0000-251.00-00	24,661
-------------------------	--------------------	--------

**EXPENDITURES:**

From:

EQUITIES / UNDESIGNATED	108-0000-251.00-00	24,661
-------------------------	--------------------	--------

To:

			<u>Project Code:</u>
CAPITAL-EQUIPMENT / COMPUTER EQUIPMENT	108-6060-720.90-02	5,696	GT076F
ADMIN-EXTRAORD SUPPLIES / EXTRAORD COMPUTER SUPPLY	108-6060-720.52-02	800	GT076D
ADMIN-EXTRAORD SUPPLIES / EXTRAORD PHONE SUPPLIES	108-6060-720.52-05	400	GT076D
ADMIN-EXTRAORD SUPPLIES / EXTRAORD OFFICE SUPPLIES	108-6060-720.52-01	8,640	GT076D
TRAINING & TRAVEL / EDUCATION & CONFERENCE	108-6060-720.49-10	2,325	GT076C
OPERATIONS-EXTRAORD SUPPL / EXTRAORD MEDICAL SUPPLI	108-6060-720.62-17	2,300	GT076E
OPERATIONS-OTHER CHARGES / UNIFORMS	108-6060-720.65-03	4,500	GT076E
		24,661	



# COLLIN COUNTY

Collin County Health Care Services  
WIC Program  
825 N. McDonald St. Suite 120  
McKinney, Texas 75069  
www.collincountytx.gov

Date: May 19, 2009

Subject: Request for Additional Funding FY'09

To: Benny Jasso  
WIC, Department of State Health Services

From: Michelle S. Patrick, MPA  
WIC Director, Project 071

Local Agency 071 (Collin County) is requesting approval to purchase the following items for its clinic sites. We are currently in the process of opening two new exam rooms (one in McKinney and one in Plano) which requires additional furnishings and we have hired a new RD and eligibility clerk. All items will be purchased according to Collin County Purchasing Office specifications and guidelines and encumbered before September 30, 2009.

Item	# of Units	Cost per Unit	Total Cost	
ThinkPad W500 Mobile Workstation 15.4" Widescreen (Intel Core Duo P8400), Viewsonic 22" screen, Mini-Dock, 9 Cell Lithium ION Battery. (Standard County Specs)	2	\$1,810.00	\$ 3,620.00	90-02
Lexmark C780DN Color Laser Printer 35/31PPM (Standard County Specs)	1	\$1,126.00	\$ 1,126.00	90-02
HP COMPAQ DC7900 CMT Base Unit PC, DC7900 CMT Chassis, Monitor, Intel Core 2 Duo E8400 Processor. (Standard County Specs)	1	\$ 950.00	\$ 950.00	90-02
Fujitsu Scan Snap S510 Instant PDF Sheet - Feeder Scanner (Standard County Specs)	2	\$400.00	\$ 800.00	52-02
Ativa Cross-Cutter Shredder	2	\$950.00	\$ 1,900.00	52-01
Apple iPhone	2	\$200.00	\$ 400.00	52-05
Lobby Chairs - Armless -	16	\$75.00	\$ 1,200.00	52-01
Lactation Counselor Certificate Training Program - through the Center for Breastfeeding. Louisville KY (Sept 2009). (Tuition and Books \$750; Travel \$475; Hotel \$850; Subsistence \$250)	1	\$2,325.00	\$ 2,325.00	49-10

Furniture: 2 Exam Tables \$175 ea; 6 mobile ped cabinets (\$325 ea); 4 Task Chairs \$285 ea.; 2 Double Pedestal Desks \$775 ea; and 3 Lateral Filing Cabinets \$750 ea. → 52-01	→ 603-17	\$7240.00	\$ 7240.00
Breastfeeding Incentives – Staff Shirts and giveaways.		\$4,500.00	\$4,500.00
Children's Lobby Furniture (TBD)		\$600.00	\$600.00
<b>TOTAL</b>			<b>24,661.00</b>

65-03

52-01

If you have any questions regarding this request, do not hesitate to call me at 972-548-5522 or 214-385-7522 (cell).



## Memorandum

**TO:** WIC Regional Directors  
WIC Local Agency Directors #09-054

**FROM:** Linda Brumble, Unit Manager (Original Signed)  
Nutrition Education/Clinic Services Unit  
Nutrition Services Section

**DATE:** April 16, 2009

**SUBJECT:** Extra funding available

I am pleased to announce that the WIC State Office has additional funding this year which enables the State Agency to offer extra funding for one-time/short-term expenditures to be used in fiscal year 2009. Local Agencies may submit a request for extra funds for items such as (but not limited to): equipment, supplies, clinic alterations and trainings. Due to the recent and anticipated growth in WIC participation, WIC Directors should take this opportunity to examine their clinics and clinic flow. Priority will be given to purchases necessary to enhance clinic flow. All items/services purchased with these funds must be encumbered or obligated in your accounting records before September 30, 2009 and received, paid for, and billed by November 29, 2009, in accordance with *WIC Policy AC-02.0*.

If you have a need for these extra funds and believe that you can encumber/obligate them on your books before the end of September and receive, pay and bill for them by November 29, 2009, please submit your request in writing (email) to [benny.jasso@dshs.state.tx.us](mailto:benny.jasso@dshs.state.tx.us) by **Monday, June 1, 2009**. The request should include an itemized list of the products/services you would like to purchase and total estimated cost. The State Agency will respond to requests as they are received. Not all requests for this extra funding may be honored in full.

If you have questions or require additional information, please contact Benny Jasso, Program Specialist at [benny.jasso@dshs.state.tx.us](mailto:benny.jasso@dshs.state.tx.us) or (877) 341-4491 extension 4573.